



## Job Description: Senior Instructor

Job Element	Detail
<b>Overview of Ability West</b>	<p>Ability West provides a wide range of high-quality services to children and adults with intellectual disabilities and autism across Galway City and County. Services provided are day, residential, short breaks, community supports, rehabilitative training and multi-disciplinary supports. The ethos of service provision is underpinned by our Vision, Mission, Core Values and Strategic Plan, which is to empower people with disabilities to live self-directed lives in an equal and inclusive society. Each person is supported and valued within an environment which promotes their overall autonomy, health and wellbeing and enables them to reach their potential.</p>
<b>Job Title</b>	<p>Senior Instructor</p>
<b>Overview of Role</b>	<ul style="list-style-type: none"> <li>• Act as Person in Charge in the absence of the Manager Day Services.</li> <li>• Plan, implement and evaluate programmes in a variety of areas including, arts, crafts, social skills, woodwork, cookery, horticulture, and independent living skills depending on people we support preferences and ability.</li> <li>• Instruct on courses as required. These courses will include specific skills as well as social development, personal care, and community integration.</li> <li>• Ensure that people we support individual plans are in line with New Directions policy.</li> </ul>
<b>Purpose of Role</b>	<p>The purpose of this position is to provide educational development and training services for adults with an intellectual disability attending Ability West's services in accordance with Ability West policies, procedures and guidelines and the Ability West's Safety Statement.</p>
<b>Reporting To</b>	<p>The post holder reports directly to the Manager of the Day Service.</p>

<p><b>Key Working Relationships</b></p>	<p>Assistant Director(s) of Client Services, Day Services Manager, Senior Instructors, Basic Instructors.</p>
<p><b>Department/Location</b></p>	<p>The role will be based at the Day Service location with some travel to other locations in accordance with service and business needs.</p>
<p><b>Authority Levels</b></p>	<ul style="list-style-type: none"> <li>• Communication – people we support, family, and relevant external agencies</li> <li>• Lead in Quality processes in line with policy.</li> </ul>
<p><b>Key Duties</b></p>	<ul style="list-style-type: none"> <li>• Act as Person in Charge in the absence of the Day Services Manager.</li> <li>• Work with all colleagues and provide direction for other members of the team.</li> <li>• Plan, implement and evaluate programmes in a variety of areas including, arts, crafts, social skills, woodwork, cookery, horticulture and independent living skills depending on people we support preferences and ability.</li> <li>• Instruct on courses as required. These courses will include specific skills as well as social development, personal care, and community integration.</li> <li>• Ensure that people we support individual plans are in line with New Directions policy.</li> <li>• Work positively and constructively with people we support who present with behaviours that challenge, and to be involved in the planning and implementation of specific approaches and programmes designed for these people we support.</li> <li>• Work as part of a team where duties interrelate and overlap.</li> <li>• Monitor and discuss service users progress with the people we support's, family and professional staff attached to the centre.</li> <li>• Keep records and reports as may be required by the Day Services Manager and in line with Ability West's policies and procedures.</li> <li>• Attend family meetings, staff meetings, and case reviews as required.</li> <li>• Supervise people we support at break-times together with other staff and assist in leisure and extracurricular activities as required.</li> <li>• Take responsibility for service delivery to a number of people we support within the workplace and to act as part of the key-worker system in consultation with the Day Services Manager.</li> <li>• Maintain high safety standards and ensure that all safety regulations are complied with. Implement and be familiar with the appropriate procedures in relation to the health and safety of people we support,</li> </ul>

	<p>staff, and visitors as contained in the Ability West’s Safety Statement.</p> <ul style="list-style-type: none"> <li>• Administration, supervision and recording of prescribed medication.</li> <li>• Undertake transport duties.</li> <li>• Take part in relevant community activities as deemed suitable for people we support development.</li> <li>• Participate in IT initiatives including Core HR, Personal Development Planning (PDP), Performance Management System in line with the Ability West policy, or any other system.</li> <li>• Undertake relevant training courses, both in house and external, as may be required to develop the necessary skills to meet people we support and organisational needs.</li> <li>• Work in any of Ability West’s centres as assigned by management.</li> </ul> <p><i>The list of key duties is not exhaustive.</i></p>
<p><b>Other Requirements of Post</b></p>	<ul style="list-style-type: none"> <li>• Reliability and a flexible approach essential for position.</li> <li>• Ability to conduct oneself in a professional manner throughout the course of one’s duties.</li> <li>• Adherence to Ability West’s policies at all times.</li> </ul>
<p><b>Person Specification: Essential Criteria</b></p>	<ul style="list-style-type: none"> <li>• A professional degree in Teaching, Nursing, or Social Care is required.</li> <li>• Previous experience working with people with an intellectual disability or a similar field.</li> <li>• An ability to instruct people we support in all programmes offered at Day Centres.</li> <li>• Full current driving license.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Strong problem-solving skills.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Motivated, energetic, and enthusiastic personality.</li> <li>• An ability to advocate on behalf of people we support.</li> </ul>
<p><b>Key Competencies</b></p>	<ul style="list-style-type: none"> <li>• Genuine respect and empathy for diversity and individuality.</li> <li>• Flexible, responsible, and mature approach to work.</li> <li>• Creativity (e.g., in using community resources, problem solving, dealing with people we support needs).</li> <li>• Professional, accountable, good planning and time management skills.</li> <li>• Exceptional organisational and communication skills.</li> </ul>



enabling people with disabilities

<p><b>Career Development</b></p>	<p>All employees of Ability West will be afforded Training and Development opportunities in regard to Career Development.</p> <p>In addition, there will be substantial training in legislative, Health &amp; Safety and other job-related training provided on an on-going basis.</p> <p>The HR department will work closely with all staff to ensure that all necessary Training opportunities are fair and transparent for all staff.</p>		
<p><b>Post Holder Sign Off</b></p>			
<p><b>Line Manager Sign Off</b></p>		<p><b>Date</b></p>	